Army Substance Abuse Program

DA CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

PURPOSE

- Define The Employee Assistance Program
- Who Can Use The EAP
- Identify Factors That May Affect Job Performance
- Identify Services Provided by EAP
- What About Confidentiality
- Identify Where to Contact EAPs

Employee Assistance Program:

DEFINITION:

EAPs offer assessment, referral, short term problem resolution, and work/life training to enrich the quality of life at work and home.

GOAL:

To restore Department of the Army civilian employees to full productivity and improve the mental health and well-being of the people and communities we serve.

What is the EAP

A job-based program designed to restore employees to full productivity.

Helps employees and their family members whenever feasible, with problems that may affect their well-being and their ability to do their jobs

Intended Participants

- DA Civilian Employees
- Military and Civilian Employee Family Members
- Military Retirees and their Family Members.

Alcohol/ Drug Abuse Statement

- **DA civilian employees must refrain from:**
  - **Alcohol abuse**
  - **Using drugs illegally**

On or off duty

Adverse Changes to Job Performance

Job effectiveness can be adversely affected by:

- **Substance abuse**
- **Mental or emotional problems**
- **Family responsibilities**
- **Financial or legal difficulties**
- **Dependent (child/elder) needs**

How Can An EAP Help Employees?

- **Helps employees and their families with any problems or concerns that affect their job performance.**
- **Creates a healthier workplace for the employee and employer.**

Employee Assistance Program Coordinators (EAPC) Services

Provide:

- **Screening**
- **Short-term problem resolution**
- **Referral services**
- **Follow-up services**

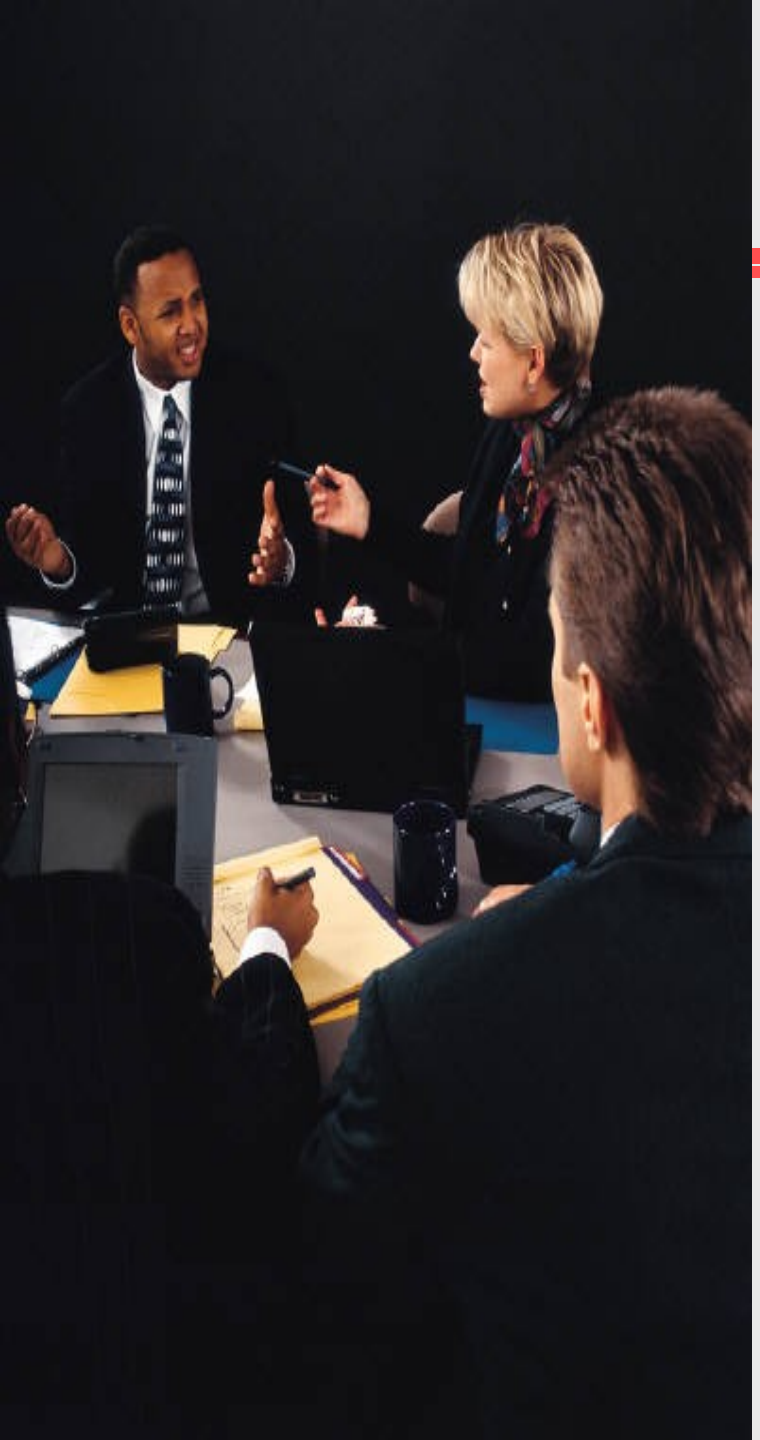
Consult:

- **Installation CPAC**
- **MRO**
- **SAP**
- **Supervisors**

Present prevention education training on:

- **Alcohol and other drug**
- **How to use EAP service**

Mandated minimum of 3 hours annually for all civilian employees



EAPC Duties

Advise/update supervisors on employees' progress (as permissible by law and this regulation)

Publicize ASAP services

Maintain listings of available community counseling and treatment resources

Collect information required for reports.

Screening and Referral

Job performance, conduct, or attendance record indicating a problem

Supervisors will refer any civilian employee who is found to abuse alcohol or drugs or use illegal drugs

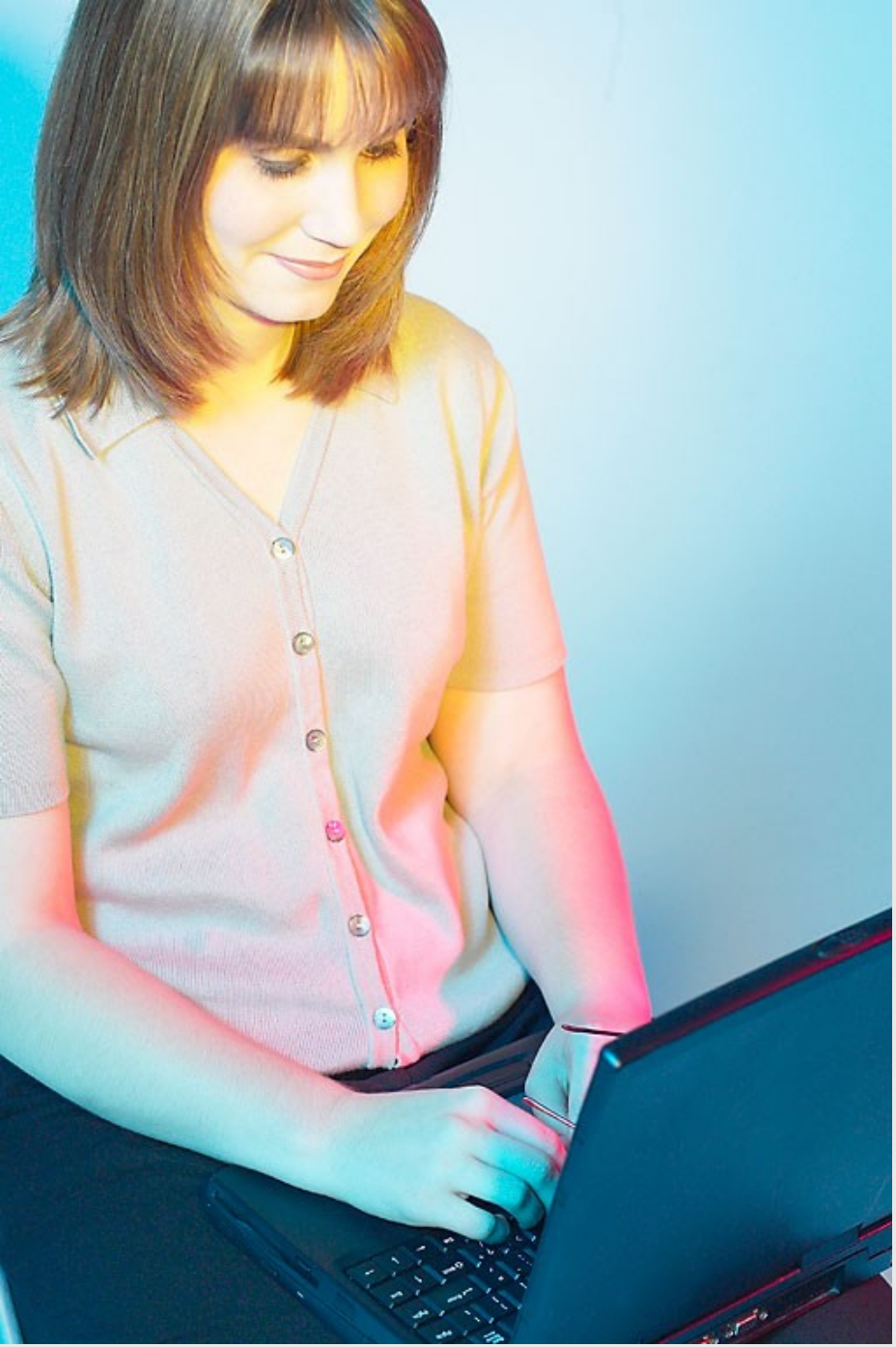
Military or civilian medical officer may conduct a medical evaluation.

Employee Costs

No direct charge for:

- Outpatient civilian services provided by the ASAP counseling center or the Employee Assistance Program
- Initial evaluation requested by the ASAP Counseling Center for treatment purposes performed by U.S. Army Hospitals.

DA Civilians, Retirees, and Family Members may participate in all aspects of the Employee Assistance Program.



Confidentiality

The confidentiality and disclosure of records is controlled by 42 USC 290dd-2; and 42 CFR Part 2. This is limited to the following:

- **Identity**
- **Diagnosis**
- **Prognosis**
- **Treatment**

Confidentiality Begins…

Confidentiality starts prior to enrollment for the patient (employee)

During the initial screening, the confidentiality statement will be reviewed with the patient.

Review Question 1

Who is eligible to receive EAP services?

a) Civilian Employees
b) Civilian Employee Family Members
c) Retirees
d) All of the above

d. All of the above

Review Question 2

True or False

DA civilian employees must refrain from:

Alcohol abuse and the use of illegal drugs

True

Review Question 3

When does confidentiality begin?

a) Never, there is no confidentiality.
b) Once the patient signs the confidentiality statement.
c) Before the patient is enrolled.

c) Before the patient is enrolled.

Review Question 4

The Employee Assistance Program provides the following services:

a) Screening
b) Short-term counseling
c) Referral services
d) Follow-up services
e) All of the above

e) All of the above

Review Question 5

The confidentiality and disclosure of records includes

a) Diagnosis

b) Prognosis

c) Treatment

d) Identity

e) All of the above

e. All of the above

Review Question 6

True or False

The Employee Assistance Program (EAP) offers Short term counseling and work/life training only to ensure that employees are productive**.**

False - EAP offers professional counseling and work/life training to enrich the **quality of life** at work and home.

Review Question 7

An EAPC's duties include:

- Advise/update supervisors on employees' progress (as permissible by law and this regulation.)
- Long term counseling services.
- Insuring the safety of the workplace.
- All of the above.

a) Advise/update supervisors on employees' progress

(as permissible by law and this regulation.

Review Question 8

True or False

The purpose of the EAP program is to restore Department of the Army civilian employees to full productivity and improve the mental health and well-being of the people and communities we serve.

True

Review Question 9

Job effectiveness can be adversely affected by:

a) Substance abuse
b) Mental or emotional problems
c) Family responsibilities
d) Financial or legal difficulties
e) All of the above

e) All of the above

Review Question 10

True or False

Army Civilian employees are required to have three hours of prevention education every year.

True

How to Reach your EAP

EAPs are available Monday through Friday during regular office hours.

Telephone

Darmstadt: 348-1710

Heidelberg: 370-1710

Mannheim: 380-1710

Kaiserslautern: 486-1710